

**NATIONWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4822; DSN 853-4822
WEBSITE: www.azguard.gov/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 06-315T OPENING DATE: 12 SEP 2006 CLOSING DATE: 11 OCT 2006

**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:
SUPPLY TECHNICIAN, GS-2005-07, TC70154000, E1-E5**

APPOINTMENT FACTORS: OFFICER () WARRANT OFFICER () ENLISTED (X)

SALARY RANGE: \$35,157 - \$45,701 PA	SUPERVISORY () MANAGERIAL () NON-SUPERVISORY/NON-MANAGERIAL (X)
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LOCATION OF POSITION:

UNITED STATES PROPERTY AND FISCAL OFFICE (USP&FO) WAREHOUSE, PHOENIX, ARIZONA

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

INSTRUCTIONS FOR APPLYING: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a member of the Arizona Army National Guard and be able to qualify for the following MOS: CMF 92

KNOWN PROMOTION POTENTIAL: NONE

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, martial status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current members of the Arizona Army National Guard in the grade of PVT/E1 to SGT/E5 and those eligible for membership.** Individual selected will receive an Indefinite Appointment NTE 1 year or upon return of incumbent and may be extended 1 year if the incumbent's mobilization is extended. May not be converted to Permanent. If a Permanent technician is selected, they will receive the appropriate temporary action. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).

NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).

NOTE: Human Resources Office is the office that will officially approve the selection for a job offer.

NOTE: Maximum military grade is SGT/E5.

NOTE: Must be able to receive and hold a military drivers license.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of excess supply procedures.
 2. Knowledge of single and multi-user computer systems in order to produce accurate products.
 3. Ability to analyze and identify supply problems and follow up with corrective procedures.
 4. Ability to adapt to changes in regulations, procedures, and conditions which disrupt the workflow temporarily, while maintaining accuracy.
 5. Ability to communicate with co-workers and other activities in a courteous and helpful manner.
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SPECIALIZED EXPERIENCE: Individual must have 12 months experience in performing functions such as equipment and inventory management, property accounting, document control, warehousing, and equipment accountability.

BRIEF JOB DESCRIPTION: This position is located in the United States Property and Fiscal Office (USP&FO) warehouse. The incumbent will function as the technical expert in various supply areas such as rations, ammunition, petroleum/oils/lubricants (POL), medical, and other general categories of materials management. The purpose of this position is to manage supply related activities including support of inventory control, storage, distribution, cataloging, supply identification systems, property utilization and other related supply activities using standard Army Management Information Systems (STAMIS). Serves as manager for assigned materials. Reviews justification and approves issues for emergency requests. Manages and reviews supply transactions based on dollar limitations, status of Obligation Authority (OA), status of consumer funds and verifying with requisitioning activity. Is responsible for managing the DOD Activity Address File (DODAAF) to include additions, changes and deletions. Maintains contacts with customers for critical shortages. Drafts correspondence pertaining to individual transactions or stock numbers for assigned materials.

SELECTING SUPERVISOR: MSG LARRY O'NEILL